



Procurement Services

Dept. 3605 • 1000 E University Avenue • Laramie, WY 82071  
(307) 766-5233

## Sole Source/Justification Request

Send completed form to [procurement@uwyo.edu](mailto:procurement@uwyo.edu) for approval. Once approved, the signed form will be sent back to requester to attach to the requisition.

A sole source is defined as **a purchase that is clearly and legitimately limited to a single source or supply.**

- a. If there is a way to draft the specifications so that more than one respondent will reply, it is not a sole source.
- b. The use of sole source purchases shall be limited only to specific instances which are totally justified to satisfy compatibility to technical performance needs.

**Requester Name:**

**Department:**

**Charge Account:** (please format as Entity-Account-Fund Class-Fund Source-Organization-Exp Class-Program-Activity-Future):

**Name of Manufacturer:**

**Name of Sole Source Provider:**

**Sales Contact:**

**Phone Number:**

**Email Address:**

**Web Address:**

**Price Quotation:** Attach a firm price quotation from the vendor for the item/services identified above. Quoted prices shall be firm for 30 days and include all associated costs **including shipping**. Quote must have the freight terms **D.A.P Incoterms 2010, University of Wyoming, Laramie, WY 82071.**

**Is this the one-time procurement?** Yes                      No

- If an on-going sole source procurement is required, include or attach an estimate that shows total annualized expenditure for each year.

**Is there a prepayment/deposit associated with this sole source request?** Yes                      No

- If there is a prepayment/ deposit associated a prepayment approval needs to be attached to this request. The attached approval needs to include sign off from the College Dean or Associate Vice President.

**This is a sole source purchase because (check all that apply):**

**Compatibility-** must match existing brand or equipment for compatibility.

**Emergency-** Delay in purchasing particular goods and/or services will create likelihood of imminent:

- adverse effects on the health, welfare or safety of University students, staff, faculty, or the general public or
- damage to property or
- excessive financial risk or liability exposure for the University.

**Licensed or patented-** supplier has a license or patent that makes them the sole provider.

**One-of-a-kind-**there is no competitive alternative available on the market.

**Other-**

**Public utility service-**necessary adjustment of utility facilities.

**Replacement part-** for a specific brand or existing equipment.

**Sole distributor-** supplier is the sole distributor for the region or municipality.

**Standardization-**

**Unique design-** must meet physical design or quality standards.

**Warranty-** sole provider of factory authorized warranty service.

**Detailed Justification:** Explain what unique qualifications or features are required, how selected contractor or vendor exclusively meets those qualifications or features, and why the service or goods cannot be obtained through the competitive solicitation process.

**Price Reasonableness (Check all that apply and attach back-up documentation)**

I compared the proposed price to prices I previously paid for the same or similar goods and/or service. See PO# \_\_\_\_\_

I compared the proposed price to current published catalog, price lists, or market prices as documented in the attachments and the proposed price is similar or less. **Attach relevant documentation.**

I compared proposed price to comparable prices, such as dollars per pound, per horsepower, or other units of measure and did not discover significant inconsistencies that warrant additional pricing inquiry.

Based on my knowledge of the market, my experience of prior similar proposals, or knowledge imparted by technical experts.

The price is set by law or regulations.

Market research reveals that same or similar goods or services are available for a similar price.

Other:

Back-up documentation is attached.

**Explanation of above-checked justification:**

**Statement of Need and Certification:**

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the University of Wyoming. I know of no conflict of interest on my part or personal involvement in any way with this request. No gratuities, favors, or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist.

**For goods and services valued \$10,000- \$99,999.99, I hereby declare that this justification for sole source procurement is accurate and complete to the best of my knowledge and belief. Procurement Services may conduct an intent to sole source process for sole source requests between \$10,000 - \$99,999.99.**

\_\_\_\_\_  
Printed Name (requestor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (requestor)

\_\_\_\_\_  
Title

**For goods and services valued \$100,000 or more, the below signatures are required. For sole source requests \$100,000 or more, an intent to sole source process will be conducted by Procurement Services.**

\_\_\_\_\_  
Department Head (print)

\_\_\_\_\_  
College Dean or Associate Vice President (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Procurement Office (Signature required before attaching to requisition for the purchase of any goods or services).**

\_\_\_\_\_  
Procurement Approval Signature

\_\_\_\_\_  
Date